



Grey College
Durham University
College Handbook
2005-06

GREY COLLEGE
Durham University

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Master: Martyn Chamberlain, MA, DPhil, FInstP
Vice-Master & Senior Tutor: Tony Cleaver, BSc, MSc, PGCE
Bursar: Karen Blundell
Sabbatical JCR President: David Baldwin, BSc

TERM DATES 2005-06

Michaelmas Term: 5 October – 14 December 2005
(3 October for new Grey undergraduates)
Epiphany Term: 16 January – 17 March 2006
Easter Term: 24 April – 23 June 2006

A MESSAGE FROM THE MASTER

Welcome to Grey, whether you are a new student or are returning for a further year of study. On behalf of myself and all of my colleagues, may I wish you a very enjoyable and productive year in this attractive and friendly College. The College and the University offer unrivalled opportunity for self-development and the pursuit of a wide range of activities: artistic, reflective, intellectual, sporting and social.

This *Handbook* is designed to provide you with as much practical information as possible about life here in College. Please do read through it, and consult it first when you need assistance. As well as advice, the *Handbook* contains the "rules and regulations" that are needed to ensure Grey College remains a happy, tolerant and scholarly community. There are, of course, many matters that the *Handbook* cannot cover: please do not hesitate to ask any of the College Officers for further information. Even in the best-regulated circumstances, however, things may occasionally go wrong. If so, the College and the University will do their best to put matters right, but **you must tell us** so that we can offer assistance. This applies, amongst other things, to: illness (both of yourself, or at home); interference with your personal space by noisy neighbours; or any form of harassment whatsoever. We have procedures for handling all these problems, in complete confidence. Remember, your time at Durham is relatively short, and to make the very best of your time here, and to do justice to your efforts, abilities and aspirations, you must let us know if and when problems arise.

With every good wish,

MARTYN CHAMBERLAIN

THE COLLEGE

Grey College is one of thirteen colleges or societies maintained by the Council of the University of Durham. It is named after the second Earl Grey who was Prime Minister at the time when the Act of Parliament founding the University was passed in 1832. The College arms incorporate a scaling ladder ('a gré'), which is the badge of the Grey family. The College was opened in 1959.

In common with other Durham Colleges, the membership of the College is divided between a Senior Common Room, a Middle Common Room and a Junior Common Room.

The Junior Common Room (JCR) is a self-governing body to which all student members of the College normally belong, paying an annual fee. The policy of the JCR is determined at regular JCR meetings at which attendance is expected of all members. Implementation of JCR policy is the responsibility of the JCR Executive Committee whose members are elected annually by the JCR.

NB: Membership of the JCR is not compulsory. Undergraduates can opt out if they so wish, however this must be done **no later than the 2nd week of the Michaelmas Term** by seeing the JCR President.

The JCR provides numerous facilities, services sports clubs and societies for its members, including social events such as Discos, Arts Week and the Phoenix Ball.

The Middle Common Room (MCR) for graduate students engaged in research for higher degrees, is located in the Graduate Centre in the Phoenix Room.

The Senior Common Room (SCR) is a self-regulating body of senior members of the University and others connected with the College. Members of the SCR, like members of the JCR, are drawn from all departments in the University, and include the three College Officers, viz. the Master, Vice-Master/Senior Tutor, Bursar, and the Chaplain and Tutors of the College.

The SCR, MCR, and JCR together constitute the College. Although SCR, MCR and JCR use different facilities, this essential unity is symbolised by the College dining together formally during term. The 'high table' is presided over by the Master, and members of the JCR are invited from time to time to dine with senior members on the high table; the 'low table' is presided over by the President of the JCR.

The College is administered by a College Council appointed by the Council of the University to which it is responsible; it includes four representatives of the JCR. The day to day management of the College, the maintenance of discipline, the supervision of academic progress, the admission of students etc., rests with the College Officers. They are readily available to students for consultation during normal office hours. Out of office hours they may be contacted by means of the internal phone or by e-mail.

The Master appoints the Tutors. Each student is assigned to a College Tutor for his or her undergraduate career. The tutorial system forms a vital link between the SCR and JCR outside the formal college committees already described. It provides every student with an individual contact whom he or she should approach on any matter of academic or non-

academic concern where advice from someone who knows the University, its ways and personnel, can be of value. The tutorial relationship is not restricted to 'business'. It is hoped that there will be many informal social occasions when tutors entertain students and vice-versa. No student should ever be hesitant of approaching his or her Tutor on any matter, or of inviting him or her to dine with them in hall, if they would like to do so. It is important and indeed a matter of courtesy to reply to an invitation received from a Tutor.

The College possesses a splendid amenity in the shape of the Pennington Room (named after the first Senior Tutor of the College), a room above the SCR that is available for booking for College events and tutorial dinners.

Together, the SCR, MCR and JCR form an academic society. Collectively and individually we are committed to exploring and understanding our subjects as profoundly and as accurately as we can, senior members and junior members of the College alike. To do that successfully, the atmosphere must be right and all members of the College have an obligation to ensure that it is so. Members of a community living in close proximity to each other need some rules both to ensure the safety, privacy and peace of the individual within the College and also to preserve good relations with the townspeople of Durham. The College Regulations are intended to facilitate this and form an integral part of the General Regulations of the University.

GENERAL INFORMATION A - Z

Note: College regulations are in *bold italics*. The numerals in brackets cross-refer to the **General Regulations of the University** which can be consulted at the **College Office**. Please note that at **Matriculation and Registration** all students undertake to abide by the regulations of the **University as well as College Regulations**.

College Regulations apply to all students of Grey College and are under the authority of the College Council. They are supplementary to the General Regulations of Durham University and, where relevant, apply equally to term and vacation. Members of the JCR are also reminded that, while they are on premises belonging to another Durham College, they must observe the regulations laid down by that College concerning student conduct on those premises, and that in such circumstances a breach of another College's regulations is liable to be treated as if it were a breach of Grey College regulations [IV.10a].

ACADEMIC DRESS

Academic dress is worn at University ceremonies such as Matriculation and Congregation. It consists of a gown and dark suit, or equivalent for women. For College events, such as Formal Meals in Hall, and at other times prescribed by the Master, a gown worn over appropriate clothing is required.

APPEALS

Should a student wish to appeal against a disciplinary decision of a College Officer or Tutor in a matter, which falls short of being a Major Offence, as defined in General Regulations IV.2, an appeal in writing or in person will be considered by the Senior Tutor or, in a case in which he is already involved, by the Master. In the case of an appeal in person, someone of his or her choice may accompany a student. All other appeals, including an appeal against a decision made by the Master, will be heard by the Senate Discipline Committee [IV.3]. Further information can be found on p. 21 of this Handbook.

ART IN GREY COLLEGE

A variety of exciting exhibitions are held throughout the year in the Old Library, which is situated next to the Student Entrance in the Main Building. The Art Committee, which consists of the Master, Henry Dyson (graduate and Fellow of the College), the JCR President, Cathy Davidson (student and Arts Chair).

Exhibitions arranged to date include:

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|--|--|
| 1 October – 23 October 2005 (Private View Friday 7 October) | Simon Mills: Photography |
| 20 January – 5 February 2006 (Private View Friday 20 January) | Tom Willmore (1919-2005): Retrospective |
| 3 March – 19 March 2006 (Private View Friday 3 March) | Margaret Shaw (1920-1982): Retrospective watercolours, lithographs and drawings |
| 9 June – 24 June 2006 (Private View Friday 9 June) | Janie Bickersteth: Paintings and drawings |

There is also an **Art Competition** which is held in the Epiphany Term with prizes of up to £250. This competition will be open to everybody connected with the College.

During Freshers' Week you will be invited to visit the Old Library for a drink and an introduction to the art that currently exists around the college. It is hoped that part of the Grey College experience for you will be waking up to the beauty of life and the beauty of art in all its forms. If you're interested in the arts or have any ideas as to how we might improve art in

Grey please contact the Master (martyn.chamberlain@durham.ac.uk), Henry Dyson (henry@henrydyson.co.uk) or Cathy Davidson (Catherine.davidson1@durham.ac.uk).

BAR (COLLEGE)

Excessive drinking and misbehaviour is not permitted in the College Bar or elsewhere in the College. Alcohol abuse is dangerous to health. Students are reminded that the Bar is not a public bar but a private facility for all members of the College and their *bona fide* guests. Alcoholic drinks served in the bar may be consumed in some other public areas of the College under the terms of the licence. The bar is also now completely non-smoking.

Term-time opening hours: 8.00pm - 10.30pm Sundays
7.30pm - 11.00pm Mondays - Thursdays
7.00pm - 11.00pm Fridays and Saturdays

BATTELS INVOICE

All sums due to the College are assembled in a termly Battels Invoice. These are presented at the beginning of each term. Items on this invoice include: the residential charge, subscription to the Grey College Association, hire of laundry (international/overseas students only), JCR charge, Sports levy, Car-parking charges and payment for gowns etc., as well as any fines or rebates due.

BIKES

Students bringing bicycles to Durham should ensure that these cycles are stored in the undercover College bicycle racks. Students should note that under No. 6 of the General Regulations of the University, Section 9 headed up Motor Vehicles and Pedal Cycles, the cycles should not be taken inside University buildings. Students who break this regulation are liable to a fine. I apologise for having to raise this latter point but I regret that considerable damage was caused to College property last year by cycles brought into buildings.

BODILY FLUIDS

Removing and cleaning of bodily fluids – a cleaning charge payable by the student(s) concerned or see **FINES** below.

CANDLES

Candles, oil lamps and incense burners in rooms, private or public, are forbidden for fire safety reasons.

CARS

Parking Regulations

This page is aimed at students at Durham City who are contemplating bringing a motor vehicle next academic year. It does not apply to students at Stockton for whom there are separate regulations.

STUDENTS LIVING OUT SHOULD TAKE PARTICULAR NOTE AS THERE ARE CHANGES TO THE WAY PERMITS ARE TO BE ISSUED

Durham is a relatively compact city with growing traffic congestion and parking problems. In much of the central city area the Council has already imposed on-street parking controls. In some non-controlled areas indiscriminate parking is causing significant tensions with local residents. In addition, some landlords have added a clause to their tenancy agreements restricting parking by their tenants.

University regulations require students residing within a defined area in the City and needing to bring a motor vehicle to Durham to gain permission of their Head of House and to register the particulars of the vehicle. Failure to do any of these things is an offence against those regulations and is punishable by a fine of £50 rising to £100 for a second offence.

In order to deal fairly with everyone concerned, Heads of Houses have agreed the following protocol for issuing permits to students who need to bring a motor vehicle to Durham and who are living out.

- (a) Students needing to keep a motor vehicle in Durham City must approach their college for an application form for a licence to keep a vehicle in Durham.
- (b) In order to obtain a licence students will need to present an application form (signed by their Head of House), their driving licence, a valid certificate of insurance, and relevant vehicle documentation (VIN and MOT Certificates) to a central point. The details of this procedure have yet to be finalised, but will be communicated to colleges in good time before the start of term.
- (c) First year undergraduate students resident in university accommodation will not normally be granted a licence, unless there are significant personal reasons (e.g. health or academic related) for doing so.
- (d) For students living out, the university will only issue a maximum of two permits per property for on-street parking, or one in streets where the local council limit is also one. [This is in line with the policy of the local Council.]
- (e) Students failing to register a motor vehicle within a reasonable period (7 days) will be in breach of the regulations and will incur a fine of £50 in the first instance. Second and subsequent infractions of the regulations will attract a fine of £100.
- (f) Students with motor vehicles will not be allowed to park on any University property (including Palace Green) without permission to do so. A licence to keep a vehicle in Durham does not constitute such permission.
- (g) Motorists who do park on university-controlled land do so at their own risk. The university cannot take responsibility for loss from or damage to a vehicle while it is parked on university land.
- (h) Wheel clamping operations are in force in various parts of the university (see local signage).

Controlled Parking Areas

The Council is in the process of extending the area in which controlled parking (by meters and parking badges) operates. Most streets immediately around University properties will be covered.

- **Students who are granted a permit and whose overnight parking arrangements are on university controlled land, will normally be required to pay a termly charge (currently £35 per term inclusive of VAT). A daily rate for short term parking is also available).**
- **Motor cycles and bicycles must only be parked in the area allocated by the Master or Bursar. Bicycles must not be kept in student rooms. Failure to comply with regulations will lead to wheel-clamping and a fine of up to £30 for a first offence and £100 for any subsequent offence.**
- **Application forms are available from College Office. Students must NOT park motor vehicles in College grounds without permission.**

CHAPEL

The College Chapel in Fountains Hall is open throughout the day as a place for prayer and quiet reflection. Although The Chapel is a consecrated place of Anglican Worship, services are not exclusively for members of the Church of England, and attendance by all is very much welcomed. Services are normally held in the Chapel on Thursdays, and at other times as announced. The Chaplain, Canon David Kennedy, may also be contacted by telephone on 0191 386 4266 or email canon.Precentor@durhamcathedral.co.uk See also MUSIC ROOM (p. 28)

CLEARANCE CERTIFICATES

At the end of a course, a student may be required to submit to the University a 'clearance' certificate to show that the student is not in debt to the College. No degree or qualification will be conferred upon a student who has been required to submit a 'clearance' certificate and has not done so. The College will not issue a 'clearance' certificate to a student who refuses to pay a fine.

COLLEGE OFFICERS

Master

Martyn Chamberlain, MA, D Phil, F Inst P, Professor of Applied Physics.

Martyn Chamberlain read Physics at Oxford, and has previously worked at Nottingham and Leeds universities. His research interests are in semiconductor physics, and the applicable science and technology of the Terahertz frequency region. He is particularly interested in medical and biological applications of this novel technology, which he has pioneered throughout Europe. Martyn lives in High Close with his wife, Sarah.

Bursar

Karen Blundell

Having originally trained in Durham, Karen worked in Senior Hotel Management and training for 15 years. Karen has been at Grey for the last 5 years and as well as being Bursar also now holds a Divisional Executive role with responsibility for Staff training and Development across the Colleges' Division. She is responsible, through the Heads of Section, for the day to day non-academic operation of the College. Karen lives in Garden Cottage with her 4 Border Collies whom she trains and competes in competitive agility competitions.

Vice-Master & Senior Tutor

Tony Cleaver, BSc, MSc, PGCE

Read Economics at Swansea, Wales and at the School of Oriental and African Studies, London. He has taught Economics in schools, colleges and universities in the UK, Singapore, Chile, The Netherlands and Colombia. A member of the Economics and Finance Department for 8 years he was a resident tutor at St. Aidan's and at University College before coming to Grey in 1999. He has written on International Economics and his main academic interest is in developing countries. Tony lives in Grey at The Rectory with his wife, Maria Cristina, and whichever of their children who happens to be passing through.

College Chaplain

Canon David Kennedy, BA, MTh, PhD. Part-time Lecturer in Theology

David Kennedy is a Residentiary Canon at Durham Cathedral. He read Theology at Durham (St John's 1975-78), and trained for the Ministry at St John's, Nottingham. After serving in two Parishes in County Durham he was appointed as a Tutor and Lecturer at Queen's College, Birmingham, an ecumenical Theological College training women and men for ministry in the Church of England, the Methodist Church and the United Reformed Church. In 1996 he became Rector of St Andrew's, Darlington, and was appointed to the Cathedral in February 2001. He is married to Janet and has three children, Rachel, Christopher and Claire.

COMPLAINTS

The President of the JCR sees the Master and Vice-Master/Senior Tutor regularly during term-time and can communicate matters of concern. But any student can contact any of the College Officers and for urgent issues this is the sensible approach. Further details on complaints procedures can be found on p. 21 of this Handbook. **Under no circumstances should complaints be made to the domestic staff.**

COMPUTER ROOMS

Networked computer terminals are installed in one room Hollingside and in Holgate House for the use of members of the College. There is 24 hour access during term time with printer facilities available. In addition, ALL student bedrooms are connected to the University Network. The annual £75 charge is included in the residence charge for 2005-06.

CONFERENCES

The residential fee charged to students does not adequately cover the cost of maintaining the College and is subsidised out of revenue from the conference trade. The conference trade is vital to the solvency of the College and every student's co-operation is requested when day conferences use Holgate House, the main Dining Room or other College facilities.

CONTRACEPTION

Contraceptive advice is available from the University Health Centre (3865081), the Family Planning Clinic (3333466) and from the JCR Welfare Officers: Dave Williams (07748 440130) and Melissa Kime (07941417987)

DARK ROOM

There is a dark room in Hollingside for the use of College members. Details may be obtained from the College photographic society.

DRUGS

Illegal Drugs

1. The University actively discourages the use of illegal drugs. The possession of illegal drugs is a criminal offence and the possession with intent to supply is a more serious offence. The University would break the law if it permitted illegal drugs to be used on its property.
2. The University will not tolerate the use of illegal drugs on its property. Students found to be using or in possession of any illegal drug, including cannabis, on University premises will be subject to its disciplinary procedure.
3. The University will inform the police of any student suspected of dealing in drugs. We also reserve the right to inform the police about students found to be using or in possession of drugs.

Alcohol

1. The University recognises that moderate consumption of alcohol can be an enjoyable part of socialising for many students but the abuse of alcohol by a minority can be damaging to the students themselves and lead to unacceptable behaviour.
2. Anti-social, drunken behaviour is subject to College or University disciplinary procedures.

University Disciplinary Procedures

The University's disciplinary procedures are set out under Section IV of the General Regulations. Major offences include:

- Serious damage to property
- Immoral, scandalous or disgraceful behaviour
- The possession of illegal drugs on University property with the intention to supply
- The theft, or attempted theft of dangerous drugs from University stores, or elsewhere
- The manufacture, or attempted manufacture, of dangerous drugs using University equipment or premises.
- The receipt, or intended receipt, of illegal drugs from a supplier or through the post.

A major offence may be punished by rustication (exclusion from the University for one year) or expulsion from the University.

DUCK WEEK

Durham University Charities Week, which takes place in the Epiphany term is a real highlight of the year. Furthermore, a DUCK weekend takes place in the Michaelmas Term. All the colleges compete to raise the most money, and it is the job of the DUCK Reps to organise fund-raising japes and events, rag raids, fancy dress, disco, slave auctions, gnomings etc.

ECONOMY

Heating and lighting are major items of expense and everyone is asked to be as economical as possible. In particular –

- Turn off all lights when a room is unoccupied (but see Security)
- Turn off corridor lights during the day-time
- If you are the last to leave a public room, switch off the lights
- Only turn on lights if really required
- Don't leave the radiators on full and the windows open

ELECTRICAL APPLIANCES

Those who use electrical appliances additional to College fixtures must ensure that these are properly installed and maintained. Care should be taken not to overload the electrical circuits by employing too many appliances simultaneously. For this reason, heavy load equipment may not be used in rooms without prior consultation with the Bursar. Please note that kettles are provided in each room but toasters and sandwich-makers George Foreman grills etc. are not allowed. (See also 'Fire Precautions' below. All staff have instructions to report any instances of

unsatisfactory appliances, electrical or otherwise, which may come to their notice. In the interests of safety, equipment thought to be dangerous, or a nuisance to others, may be removed or tested by the College at the owner's expense. Interference with fuse boxes or with electrical installations in general is forbidden. In case of emergency, a report should be made to Reception or the Duty Officer.

ELECTRIC LIGHT

New electric light bulbs may be obtained from Reception in exchange for the old bulb. For security purposes people on the ground floor rooms may feel it necessary to leave a light on in the evenings when they are out. In this case they should leave their main light on, not the desk lamp.

E-MAIL

Students are required by the University to check their e-mails regularly as part of 'keeping to term'. It is therefore important that you check your e-mail messages regularly (i.e. every 2-3 days).

EMERGENCY TELEPHONE NUMBERS

In the first instance contact Reception **EXT 45900**, if no response ring **EXT 45600**. Further back-up, contact a College Officer - Master **EXT 45632**, Vice-Master/Senior Tutor **EXT 45576** or Bursar **EXT 45567**. University Security **EXT 42222**. The Night/Weekend Porters also have a mobile telephone 9 0771 577 1449 – you need an outside line to contact them.

EQUAL OPPORTUNITIES

Policy Statement on Equal Opportunities

We are fully committed to eliminating discrimination and actively promoting equality of opportunity for our staff and students in line with our University Strategy. We believe that where equality of opportunity exists all staff and students work in a more rewarding and less stressful environment, one where prejudice and harassment are not accepted, and one more likely to enhance performance and achievement.

We will seek to promote and maintain an inclusive and supportive work and study environment that respects the dignity of staff and students and assists all members of our University community to achieve their full potential. The Diversity and Equality Officers at Grey are Dr Naveed Zaidi and Mrs Bushra Zaidi. Dr Zaidi is a Research Fellow in Physics, and both he and Mrs Zaidi are Tutors in College; they should be consulted over any concerns regarding discrimination and equal opportunities.

Policy Statement on Promoting Race Equality

We aim to:

- Promote equality of opportunity and eliminate unlawful racial discrimination across all areas of the University's activity.
- Promote good relations between different racial groups in our University community.

Racial harassment is defined as any form of behaviour that has the effect of intimidating, humiliating, ridiculing and/or undermining the confidence of a person or group of people due

to their colour, nationality or ethnic group. Examples may include: oral or physical abuse, derogatory comments and/or jokes, written abuse including graffiti, the display of offensive material and different treatment.

We expect each individual within the University community to show respect for others irrespective of their culture, ethnic or religious background, to report incidents of racism to an appropriate person and to be prepared to act as a witness for any racist incident that they may experience.

EXCLUSION FROM COLLEGE

In the case of a serious offence against College Regulations, including refusal to pay a fine or a College bill, a student may be excluded, by the Master, from the whole or any area of the College, including his or her own room and may, in addition, be forbidden to use all or specified facilities of the College. [IV.10.c].

EXECUTIVE COMMITTEE OF THE JCR

Sabbatical JCR President: David Baldwin (Geography Graduate)

Dave represents the JCR and all of its members on numerous College, University and DSU committees and is ultimately responsible for the running of the JCR. He is the main link between the JCR and the College Officers, and is therefore the person to see to get your opinion heard or problem solved. His room is Elvet South 4 and you can also reach him anytime on internal phone EXT 45620 or via email on grey.president@durham.ac.uk

Vice-President: Liz Drysdale (Combined Social Sciences)

Liz is second in command and should Dave be away she would stand in. Her responsibilities include running Freshers' Week, the College photo, College leisurewear and the annual VP's Picnic. She also helps represent the JCR on the College Council. Liz lives in Holgate 569; her internal number is EXT 45643 and her email is e.a.drysdale@durham.ac.uk

Treasurer: Owen McCormack (Natural Sciences)

Owen is responsible for the overseeing of JCR finances. He ensures that the JCR funds are wisely spent and allots them for the provision of entertainment, services and facilities. NO expenditure is to be made on behalf of the JCR without a signed order form from Owen. He lives in Elvet East 67 and can be contacted by e-mail on o.t.c.mccormack@durham.ac.uk

Bar Manager: Ben Dalziel (Natural Sciences)

Ben manages the bar and ensures that the thirst of all college members is continuously and extremely cheaply satisfied with various beverages. The newly renovated bar is arguably the finest on the hill and maintains a warm, friendly atmosphere throughout the year. The bar is staffed by students and aided by George Eames our Bar Steward. Contact Ben on b.j.dalziel@durham.ac.uk

Social Secretary: Seb Hochmuth (Computer Science)

Seb's job is to organise the social events in College. He chairs the Social Committee and along with the Vice-Social Secretary and Treasurer ensures that the events run smoothly and efficiently. He also helps Liz ensure that any after-formal events are a success. Contact him at sebastian.hochmuth@durham.ac.uk

Senior DSU Rep: Will Corbett (Natural Sciences)

Will maintains the JCR's communication with DSU, which is the voice of Durham students both within the University and on a national scale. He attends weekly liaison meetings and votes at the Council and UGM of DSU. In this way, he helps carry out DSU campaigns and ensures that Dave and the Exec are informed about University-wide issues. Contact him at w.s.corbett@durham.ac.uk

Secretary: Steve Dugdale (Geography)

Steve is responsible for the minuting of JCR and Exec meetings. He is also responsible for the running of the JCR photocopiers, the production of the JCR newsletter and the email system and lists. Contact him at s.j.dugdale@durham.ac.uk

Freshers' Rep: Sarah Archibald (Computer Science (Euro Studies))

Sarah represents the views of the first year students and maintains the upkeep of the notice boards. She organises the Applicants Committee, which makes sure that interviewees are cared for, as well as making sure that Open Days are a resounding success. Sarah also runs and organises Freshers week with Liz. Unlike the other posts on the Exec, this position runs from October to October. The First Year Rep elections will be held at the second JCR meeting of the term, so get up and have a go! Contact Sarah at s.c.archibald@durham.ac.uk

Livers-Out Rep: Lee Speakman (Philosophy, Politics and Economics)

It is Lee's job to make sure that the Livers-Out are being kept informed through regular newsletters and via the livers-out email system. He also helps first years through the daunting task of finding a house, and attends the DSU Livers-Out group to keep track of the larger issues surrounding student housing. Contact Lee at lee.speakman@durham.ac.uk

Services Manager: Juliet Benham (Geography)

Jules is responsible for all the JCR services. This involves the running of the JCR Shop and all vending machines. She is also responsible for the pool table and other games machines. Jules also helps run the College Library with Marie the College Librarian. Contact Jules at j.r.benham@dur.ac.uk

Chairperson: Lindsay Jones (Psychology)

Lindsay chairs all JCR meetings, endeavouring to keep them flowing and entertaining. She makes sure that everybody gets their say, and keeps practices within the restrictions of the Constitution. She is also responsible for the typing up and distributing of agendas for meetings. All JCR elections are run by Lindsay so if you fancy a run at a position she's the woman to talk to. Get in touch with Lindsay at lindsay.jones@durham.ac.uk

Female Welfare Officer: Melissa Kime (English Literature)

Male Welfare Officer: Dave Williams (Law)

Melissa and Dave are here to look after the welfare of the students at Grey. As such, they organise the 'Welfare Team', which consists of 4 or 5 trained officers who are always around in College. Students are free to talk to them about difficulties they are faced with, and anything that is said will be strictly confidential. Contact them on m.d.kime@durham.ac.uk or d.j.williams@durham.ac.uk

FEES

The standard 28 week undergraduate Residential Charge for 2005-06 is £3,609 per annum (Freshers) and £3,549 per annum (Returning students). This fee covers full board and lodging during University term and connection to the University's IT Network. College Battels invoices will be issued from the College Accounts Office each term and are payable within 30 days of the date of invoice in the first term and within 14 days in the Epiphany and Easter Terms. Failure to pay within the time allotted will result in a late fee being added to the bill. Queries or other problems with College Bills should be addressed to the Bursar. An extension will only be granted in cases of genuine hardship.

FINANCES

The College is very concerned that each student should be fully aware of the financial commitments he/she will make on becoming a full-time student at the Durham University. A fact sheet of financial information will be sent to all new students outlining their responsibilities for college charges and bills for payment. Each student will be asked to sign an undertaking for his/her residential fees and, if appropriate, tuition fees.

Students should be aware that debts may not be carried over from one term to the next within the academic year without the written agreement of the Master. Those students who are not allowed to carry debts forward may be excluded from continuing residence in their College accommodation. Normally, no student will be allowed to return to the University at the beginning of the academic year if the student is in debt to his/her College.

A student who withdraws from the University, or migrates from residence in a College during the course of a term will be required to pay a sum to cover the costs of the remainder of that term. This payment may be varied at the discretion of the Head of House according to circumstances.

Any student who is worried about their finances or is in debt should feel free to talk to the JCR President or to the Education and Welfare Officer at DSU for advice. Financial assistance is available to students in genuine need. Forms can be obtained from the College Office and should be sent with the necessary documentation to the Master who administers the fund in conjunction with the Vice-Master/Senior Tutor.

FINES

Wilful damage to University property causes problems not only in the cost of replacement or repair of items but also in the extra work for staff and the disruption to daily routine. The aim is to discourage this activity but, failing that, to ensure the person or persons who perpetrate this type of behaviour take full responsibility for their actions. Please consult the Occupancy Agreement for full details of fines.

Unattributable damage or loss, as imposed after discussion between College management and the JCR President, will be charged to residents one term in arrears (i.e. the damages etc incurred in one term will be added to the college bill for the next. A sum of the anticipated (based on experience) damages for the Easter Term will be added to the college bill of each resident student for that Term. Any charges will be deducted from this, and any balance paid to the JCR; if the total is insufficient to meet the damages, any balance will be met by the JCR. In the case of wilful action or negligence of a serious kind, including misuse of fire equipment or action which endangers the lives of others, or repeated offence, a student may be required to go out of residence.

The process of charging for damages and losses is currently being reviewed and may well differ from the exact practices mentioned above. However, the principles of recovering damages and losses from within the College community remains good practice. Invariably the actual cost per term may change but it is within the remit of the JCR and College Members to be involved in the charging methods and will therefore be kept at a minimum.

Call-Out Charge: If any call-out is required to residences - and the reason can be attributed to negligence or wilful damage (overloading of electrics will come into this category), then a charge may be imposed. If the damage is such that Estates and Buildings staff have to visit the site, then their standard call-out charge will be applied.

FIREARMS, EXPLOSIVES AND AMMUNITION

No member of the JCR may keep firearms of any description in College without the explicit permission of the Master and under appropriate controls. No student is permitted to keep explosives or dangerous material or equipment in his or her room.

FIRE PRECAUTIONS

Fire fighting equipment must not be tampered with since it is essential, in the interests of all College members, that equipment should be fit for immediate use at all times. Interference with fire fighting equipment constitutes a major offence [IV.2.a.v.], endangers life, is actionable at law and will constitute grounds for immediate exclusion from College. All residents must familiarise themselves with the fire instructions displayed on their room door, the fire instructions issued at the beginning of each term, and with the fire escape routes available on their staircase and must co-operate with practice fire evacuations. Failure to do so will incur a fine. Alternative forms of heating, additional to those supplied by the College, may not be introduced without prior consultation with the Bursar. Students are not permitted to undertake any type of cooking in their study bedrooms and must use the pantries provided. The College Fire Officer is Mr Bill Curry, who is also responsible for the security of the College.

FORMAL BALL

The College Formal Ball, the Phoenix Ball, a black-tie occasion, is the most important social function of the year and takes place towards the end of the summer term when exams are finished. There is also an Informal Costume Ball held at the end of the Michaelmas Term.

FOUNTAINS HALL

Fountains Hall is normally available for band practice, plays, badminton and other sports or even parties. Internal bookings must be made through the JCR. An on-line booking system for Fountains Hall is currently under construction.

FURNITURE

Furniture should be treated with care. The cost of repairing damage to furnishings or decorations caused wilfully or through carelessness will be charged to the battels of the occupant of the room, including damage caused to walls by fixing posters and pictures. Each study room is normally equipped with a bed, mattress, lamp, fixed wardrobe with drawers and shelf space, desk and chair. A kettle is provided in each room. Sellotape and similar fixative materials must not on any account be used. No items of furniture may be added or

removed without permission of the Bursar. An inventory of furniture will be taken at the beginning of each term and an appropriate charge will be made for any item missing at the end of the term. Rooms must be cleared of all belongings at the end of each term (including posters) so that they can be cleaned and prepared for conference visitors, except for those students who have undertaken extended lets. You should note that, as the Occupancy Agreement only covers residential periods, resident students have no legal right to leave any belongings on College premises outside of their contracted residence periods unless you have opted for an extended let covering either the Christmas and/or Easter Vacations.

GAMES FACILITIES

There are various video games and a pool table by the Bar, looked after by the JCR President. Table tennis and badminton are available in Fountains Hall. A booking sheet is available at Reception for our newly refurbished tennis/netball court.

GREY COLLEGE ASSOCIATION

All members of College automatically become life members of the Grey College Association. The Association holds an Annual General meeting and Dinner in College at Easter. It enables old members to keep in touch with one another and with the College. It plays a valuable role in supporting the College. Further information is available by e-mailing grey.association@durham.ac.uk. Members are invited to consider entering into an annual covenant to a fund for improving College facilities. Further information may be obtained from the Master.

GREY COLLEGE ASSOCIATION AWARD

The Grey College Association (GCA) receives applications from Grey College students for help with travel abroad in connection with study, or for other purposes of a creative or altruistic nature. Awards are made at the Easter AGM and applications should be sent to the Master before the end of the Epiphany Term. Awards are not intended to subsidise travel or fieldwork that is a requirement of any course.

GREY COLLEGE COUNCIL

Ex officio

The Master (Professor J M Chamberlain)
The Vice-Chancellor & Warden (Professor Sir Kenneth Calman)
Vice-Master & Senior Tutor (Mr T Cleaver)
The Dean of Colleges & Student Support (Professor T P Burt)
The Bursar (Miss K Blundell)
The Chaplain (Canon David Kennedy)
The President of the Senior Common Room (Professor I Stone)
The President of the Middle Common Room (Mr D Clark)
The President of the Junior Common Room (Mr D Baldwin)
The Vice-President of the Junior Common Room (Miss L Drysdale)
The Treasurer of the Junior Common Room (Mr O McCormack)
One student elected by the Junior Common Room (to be elected)

Representatives of the Council of Durham University

Vacancy (Chairperson)
Dr D N Petley (2006)
Professor G R Sullivan (2008)

The Two Second Tutors in the College

Mr M French
Dr M Watts

Three representatives of the Tutors of the College

Mrs L Garbutt
Dr N Zaidi
(One vacancy)

Representing the Grey College Association

Mr H Dyson

Co-opted Members

Mr A Richards
Mrs M Tyler
Mr S Gregory

Secretary

Miss J E Bushby

GREY COLLEGE DISCIPLINARY AND COMPLAINTS PROCEDURES

Discipline

- The Duty Porters submit daily reports of any occurrences during the night and at weekends. Any student causing unnecessary disturbance is sent a letter of warning by the Vice-Master. Problems should be discussed with the President of the JCR who will try to solve any difficulties. In the case of a second incident involving the same person, during the same term, the Master will be informed. Disciplinary action in the form of a fine of twenty-five pounds will be imposed for persistent offences. Any student who feels unjustly treated may consult the JCR President or make an appeal to the Senior Tutor.

Complaints

- If a student wishes to make a complaint about another student(s) the complaint should initially be made to the JCR President either in written or verbal form. The JCR President, with the consent of the complainant, will make a written note of any verbal comments. If the complainant is unsatisfied with the response of the JCR President to their complaint, the student must then put their complaint in writing, to either the Vice-Master/Senior Tutor or the Master of the College.
- In this instance, the Vice-Master/Senior Tutor or the Master, will discuss with both parties the implications of the complaint, giving those accused of an offence the opportunity to respond. The Senior Tutor, or Master, will then make a judgement in light of the complaint, and forward his/her decision in writing to both the complainant and the student(s) accused.
- If the complainant remains unsatisfied with the response of the College Officer concerned, they should take their complaint to the Master in the case of a matter previously raised with the Senior Tutor. In the case of a matter raised with the Master, the Vice-Master/Senior Tutor should be approached or the complaint taken to the University under the following clause of the University Complaints Procedure: *University Calendar, Volume 1, pp.90-1*. Any student following this course of action should be aware that any complaint of this nature is a serious undertaking and should be carefully considered before being followed.

If the student believes that the matter has not been resolved to his/her satisfaction he/she may make a formal complaint to the Dean/Deputy Dean of Colleges using a complaint form available from the Colleges' Office situated in the University Office (Old Shire Hall). The Dean/Deputy Dean of Colleges will investigate the matter with a view to finding a solution satisfactory to all parties if possible. The Dean/Deputy Dean will prepare a written report outlining the action proposed normally within four weeks of the receipt of the formal complaint.

- Once a complaint has been received in writing about an individual student(s) and is substantiated by either the Vice-Master/Senior Tutor or Master of the College, that complaint becomes a matter of College records, and will be considered in light of any further complaints against that student(s).

Appeals

- If a student(s) wishes to appeal against a disciplinary decision made by a College Officer, they should forward their appeal to the College Officer that has dealt with the initial complaint. In this letter they should detail the grounds on which they feel the disciplinary action is unjustified. The College Officer will then provide a written response to the appeal within two working weeks.
- If the student(s) remains unsatisfied with the outcome of the college appeal, they may take a further appeal to the Senate Disciplinary Committee of the University under the following clause (*University Calendar Volume 1, Section IV.3 c*):

Any appeal by a student against a decision or sentence of a properly recognised authority (College Officers) dealing with a case under 1(b) (offences against the University or College regulations or other provisions administered by a properly recognised authority).

- If a student wishes to appeal to the University in this way, they must send a letter to the Registrar and Secretary of the University stating their grounds of appeal, within two weeks of the decision of the relevant College Officer

GREY COLLEGE TRUST

The College receives no income from public funds and depends exclusively on the Residence Charge and Conference Trade profits. The Grey College Trust is an independent charity, governed by a Board of Trustees, whose aim is to support the College by improving its facilities and supporting Scholarships, Fellowships and to assist students in financial difficulty. Applications for financial assistance from the Trust may be made, via the standard application forms (available from College Office or on <http://www.dur.ac.uk/grey.jcr/>). Application deadlines are 31 December and 31 May. Successful applicants are required to submit a written Report to the Trust by 30 September, at the latest, in the year the Grant is made.

HARASSMENT

Personal harassment involves unwanted, intimidating, embarrassing or demeaning conduct of a personal, sexual or racist kind ranging from offending remarks or gestures and the displaying of offensive material to actual physical harassment in any form whether by a fellow student or by a member of staff. If you feel you have suffered such harassment do not feel that it is your fault or that you have to tolerate it. Do not hesitate to contact someone, even when an incident occurs only once, if you are concerned about it. Help and advice is available from a number of sources including the College Office, Welfare Officers, JCR President or your College Tutor.

The University of Durham has established formal codes relating to the personal harassment of students by staff and the personal harassment of employees by employers or by other employees. A copy of this code is available in the College Office.

HEALTH

Every student must register with a Doctor in Durham and has the right to register with any one of the local General Practitioners, or with the University Medical Service. Students should bring their NHS Medical Card with them when they come to Durham and registration will normally take place during Freshers' Conference. Further details, including a list of GPs, is incorporated in the Fresher's Pack which is sent out post A-Levels results.

If a student is too ill to attend the surgery, he/she should ask Reception (if before 10.00am) to contact the appropriate surgery or College Office after 10.00am. Serious injuries and fractures should be taken directly to the Casualty Department at the University Hospital of North Durham (tel. 333 2333). We can arrange for a student to collect meals from the Kitchen for someone who is confined to their room because of illness.

Infectious Diseases: Any student who has or has been in contact with an infectious disease should not return into residence without medical clearance.

Dentists: Students registering with a local Dentist they should state clearly whether they wish to be treated as an NHS or Private patient.

Illness Affecting Academic Performance: If your academic performance is affected by illness at any time during your course, and especially in the period leading up to or during the examinations, it is essential in order to safeguard your interests to obtain a medical report at the time of the illness by obtaining a form of authorisation from the College Office. If necessary, the College will communicate with your Department(s) and apply for any Concession needed. The medical report is an essential piece of evidence in such cases.

HONORARY FELLOWS OF THE COLLEGE

Professor J. Vernon Armitage, BSc. PhD, FIMA, FRAS, former Principal of the College of St. Hild & St. Bede.

Sir Bhinod Bacha, Kt, CMG, Grey College 1963-66, Former Head of the Civil Service and Secretary for Home Affairs, Mauritius.

Thetis Blacker, DLitt, Batik Artist and Benefactor of College

Rabbi Lionel Blue

Robin Cohen, Benefactor

Henry Dyson, BA, PGCE, MA Benefactor

Paul Hodges, BSc, MSc Benefactor

Lord Howick of Glendale

The Rt. Revd. David E. Jenkins, Former Bishop of Durham

Doreen Keeton, Tutor

James Kirkup, FRSL, Poet and Author, President of the British Haiku Society

Professor Alan Martin, FRS, Emeritus Professor Physics Department

Alan Richards, BSc Benefactor

Sir Reresby Sitwell, Bt, DL, Benefactor, author and landowner

Tim Stimpson, BA, Grey College 1992-95, International Rugby Player

Professor K Wade, Visiting Professor, Chemistry Department

HOUSEKEEPING

All rooms are heated, maintained by the College. Students are responsible for keeping the room including, where provided, en-suite facilities and carpets, clean and tidy, and to allow full access to cleaners. You will be issued with an individual letter outlining the services you can expect from Housekeeping. You are also required to keep clean and tidy the parts of the building which you are entitled to use in common with others.

JUNIOR COMMON ROOM

Aside from being the name for the common room where the newspapers, TV and pigeon-holes are found, the Junior Common Room is also the name for the collective student body. All undergraduates in Grey are automatically members of the JCR. However, if you do not

want to be a member of the JCR, you can opt out within the first fortnight of the Michaelmas term by seeing the JCR President. The JCR is responsible for the running of its own affairs. To ensure the smooth running of JCR affairs, an Executive Committee of 11 people is elected (**See Executive Committee of the JCR**).

JCR MEETINGS

As a body, the JCR usually meets at least three times a term. The meetings are chaired by the elected chairperson. These meetings are an opportunity to become involved and to have a say in the running of the JCR so everyone should try to attend. Before a meeting, notices will be put up advertising it. All motions to be discussed must be handed to the elected Chairperson five days before the meeting. However emergency motions may be brought to the meeting if two-thirds of those present agree.

The order of business is:

1. Apologies for Absence.
2. Reading, Approval and Signing the Minutes of the previous meeting.
3. Matters Arising from those minutes.
4. Correspondence
5. Executive Officers Reports
6. Questions of Officers
7. Elections (if any)
8. Motions
9. Any Other Business

Motions

Motions can be submitted by any JCR member and can ask for money, or a new JCR service, can condemn or support, demand or donate, complain or congratulate. The only stipulation is that it is proposed and seconded by members of the JCR, and that someone speaks in its support. If no-one is willing to speak against the motion, then it is carried on a General Aye. If someone wishes to oppose the motion then debate ensues, culminating in a hand counted vote. Motions can be amended at the meeting, providing the majority present agree to the amendment. All the rules concerning the running of the meeting can be found in the constitution. When discussion develops at a meeting, everyone is entitled to their say, and the more that do the better and more entertaining the debate becomes. Basically, for the benefit of all, we should make an effort to attend and make our contributions heard - it is our only chance to keep informed.

Elections

Elections of positions take place throughout the year. All positions on the Exec are elected in the Epiphany term and run from the end of that term with the exception of the First Year Rep, elected half way through the Michaelmas term and runs from October until the following October and the Livers-Out Rep, elected at the end of the Easter Term. The position of Sabbatical President is also elected in the Epiphany term at the AGM but runs for a year from August. These posts are voted on by STV (Single Transferable Vote) where you place the candidates in order of preference on the ballot paper. The order of events leading up to the election of a position is:

- i) Candidates put up manifestos and go round to people canvassing
- ii) Hustings at a JCR meeting (held on Sunday evenings) where all candidates give a speech and answer any questions from JCR members.
- iii) Voting takes place the following day at mealtimes outside the Dining Hall.
- iv) The announcement of the results occurs in the Bar at 10pm on the night of voting.

Numerous other positions of varying importance are elected by a show of hands at JCR meetings.

Positions

1. JCR Chair
2. Services Manager
3. Ball Chair
4. Vice Bar Chairs
5. Bar Manager
6. Female Welfare
7. Male Welfare
8. Ordinary Member
10. Sports and Societies Reps

KEEPING OF TERM

All students of the University are required to keep term. Terms are kept by satisfactorily carrying out all academic commitments, as defined in the General Regulations of the University. [V.1-4]

KEYS

Each student will be issued with a key to his/her room. A charge of £20 for the Assa key will be made if it has to be replaced, plus £5 for the tag.

LAUNDRY

Washing machines and dryers are located in laundry rooms in each of the buildings. Tokens may be purchased from reception or from the JCR shop: a washing token costs £1.50 and a drying token costs 50p.

LIBRARY/STUDY AREA - HOLGATE HOUSE

The College Library has a well-stocked collection covering all subjects. It is intended as a supplement to the University and Departmental Libraries. There is a part-time College Librarian, Mrs M Tyler, assisted by student librarians who oversee the day-to-day running. Any student interested in helping in the library should see the JCR Services Manager. Student librarians receive payment for their duties each term.

LINEN

The College no longer provides bed linen* but an anti-allergy mattress protector is supplied. You will be charged £14.10 per annum to cover the cost of replacing and laundering the mattress cover. (These must be used to protect the mattress.) if you remove this cover and the mattress is marked/damaged in any way you will be charged for the replacement of the mattress (approx £55).

*With the exception of international/overseas students or students from the Channel Islands and Ireland.

LIVESTOCK/PETS

Members of the JCR may not keep any livestock in their rooms or on College property.

LIVING OUT

All Second year students normally live out. It may, however, be possible to offer some accommodation and a ballot to select those to live in will be conducted in the Epiphany term of the first year. All students required to live out in their second year will be offered a place in College in their third or fourth year if rooms are available, but with the recent increase in admissions and the introduction of more four year courses, this may not always be possible. There is a JCR Livers-Out Rep who can offer advice about looking for houses and all aspects of living out. Where possible, property negotiations should be carried out through the DSU Accommodation Office. Students living out are still members of the JCR and as such are entitled and encouraged to get involved in JCR and college activities.

Students who live out are bound by both the General regulations of the University and the College Regulations. They must familiarise themselves with the Code of Conduct for students living out of College, especially para 5. Students who live out are required to sign in at College Reception before the time laid down by the University Senate for the commencement of residence and to inform the College of their term-time address. It is ESSENTIAL that you check your pigeon hole in college for mail regularly (i.e. at least once a week).

LUGGAGE

As the Occupancy Agreement only covers residential periods then resident students have no legal right to leave any belongings on College premises outside of their contracted residence periods unless they have opted for an extended let over the Christmas and/or Easter Vacations.

MAINTENANCE

Maintenance request forms are kept at Reception. Any breakages or defects in fittings in rooms, bathrooms, showers, or laundries should be entered on the form and passed to Reception, or to the Housekeeper, for prompt attention. Any defective equipment that could be dangerous should be notified to Reception immediately.

MEALS (including Signing Out and Packed Lunches):

| | | |
|---------------------------|-----------------|-----------------|
| Breakfast (self-service): | Mon - Fri | 8.00 - 8.45 am |
| | Sat | 8.00 - 9.00 am |
| | Sun | 8.30 - 9.15 am |
| Lunch (self-service): | | 12.15 - 1.30 pm |
| Dinner (self-service): | Mon - Fri | 6.00 - 7.00 pm |
| | Formal (served) | 7.15 pm |
| | Early Formal | 5.45 - 6.30 pm |

Student meals are normally self-service. A system of identity cards is employed at self-service meals. These cards are personal and non-transferable. Guests must be booked-in and meal tickets obtained for them from Reception. Any students who are vegetarian or have special dietary requirements are required to inform Reception within the first two weeks of the Michaelmas term.

Formal Meals:

Formal meals are meant to be something of an occasion. Served formal meals will normally be held as advertised each term. A supplementary charge is made for these meals to cover the additional labour costs. Grace is said at the beginning and end of the meal. The Master presides at the High Table and the JCR President invites guests who have contributed

significantly to the JCR. Gowns are worn, students are asked to dress suitably and are encouraged to invite guests. Students are expected to remain in the dining hall until after the final grace.

Grace before meal:
Benedic nobis, Domine Deus, atque eis donis tuis que de largitate tua sumus sumpturi, per Jesum Christum, Dominum Nostrum. Amen.

("Bless us, O Lord, and these your gifts which we are about to receive of your bounty, through Jesus Christ, Our Lord").

Grace after meal:
Benedicto benedicatur. Amen.

("May the blessing be given by the Blessed One").

There is a rule of 'No Smoking' in the entire College.

Signing Out of Meals:

Students may sign out for lunch Monday to Friday for the whole term. Once signed out, this cannot be changed. The rebate, which is the food cost of the meal (not the labour cost) is currently 65p per lunch. At the present time this concession is not available for other meals.

Packed Lunches

Packed lunches and weekend food boxes are available for students who are required to be absent from Durham during term as part of their formal academic course-work. Packed lunches must be ordered by signing at the Kitchen Servery by 2pm the previous day; food boxes must be ordered, in writing to the Bursar, at least one week in advance.

Pizza Service

There is a pizza service available in Fountains Hall from 8pm to 11pm each evening. However the college reserves the right to remove this service without notice.

MUSIC ROOM

There is a music practice room in Fountains Hall and a piano in the Chapel available for practice by music students. See "Public Rooms" for booking.

NIGHTBUS

There is a nightbus, which is run by DSU, and which links up with all the colleges, the centre of town, and the main areas students live out in such as Gilesgate and Nevilles Cross. This often works out cheaper than taking taxis, and is a much safer alternative than walking late at night. Timetables are available from the JCR Senior DSU Rep or from DSU.

NIGHTLINE

This is a confidential service provided for those occasionally lonely and difficult times. It is run by students, and helpers are sought each year. Just phone 334 6444 if you want to talk.

NOISE IN COLLEGE

There must be no interference at any time of day with the comfort of other residents, and after 11.00pm there must be as little noise as possible in College. College members should be prepared to make a direct approach to those who disturb them; and if noise becomes a nuisance which cannot be remedied by private negotiation they should not hesitate to appeal to the President of the JCR or a Tutor or College Officer. Students are reminded that in the General Regulations of the University, conduct which interferes with the right of members of the University to study on University or College property is regarded as a major offence [IV.2a.i].

RECEPTION

Is normally open between 8.30am – 11.00pm each day in term. At Reception you can buy stamps and laundry tokens, as well as getting general help and advice outside office hours.

PANTRIES

Pantries are located on each corridor. A microwave, fridge, kettle, toaster are available. The pantries should be kept clean at all times. **Crockery is not provided and must not be removed from the dining-room.** Should you wish to borrow some for a party, ask the Catering Services Manager. Should anything be broken, contact the Bursar. **Please note that toasters and sandwich-makers are not allowed in bedrooms as they are the main cause for false fire alarms. Kitchen monitors will be appointed to ensure cleanliness and general tidiness of pantries. Failure to do this may result in the closure of pantries.**

PARENTING SYSTEM

Each Fresher when he/she arrives will be given a College 'parent', a second or third year student usually doing the same subject, who is intended to be a point of contact, information and advice particularly in the first few days. If you are 'orphaned' and your parent doesn't find you please speak to the JCR President or Freshers Rep who can help out, or possibly 'adopt' you.

PARTIES

Parties may not be held in any part of the College without the written permission of the Master and must be booked through the College Conference Office.

PHOENIX

Phoenix is the College magazine produced annually by the JCR. What are you going to write for it? It is also the crest on the College coat of arms: it commemorates the fire that swept through Elvet shortly before the College opened; as the mythical bird rose from its own ashes, so the College emerged to new birth out of the Elvet fire. The Phoenix was unique; and symbolizes excellence.

PHOENIX ROOM

The Phoenix Room now houses the MCR.

POST

Incoming post is placed in alphabetical pigeon-holes in the JCR. There are two deliveries Monday – Friday and one Post Office delivery on Saturday. **All students are advised to check their pigeon-holes on a daily basis.** Anything of value should be sent by recorded delivery or registered mail. Such letters and all parcels are kept at Reception and need to be signed for. A list of recorded/registered letters/parcels received will be pinned

on the JCR notice board daily. Outgoing mail for the University internal delivery may be left at Reception. There is a Post Office box for external mail beside Reception which is emptied daily at 5pm. Stamped mail is only forwarded in vacations when it has been agreed and the appropriate labels completed (see Reception for advice).

PUBLIC ROOMS

The public rooms of the College are as follows:

- The Junior Common Room in the Main building
- The Middle Common Room in Elvet Junction
- The Pennington Room over the SCR in the Main building
- The foyer and the main hall of Fountains Hall
- The Conference Room in Holgate House
- The Old Library

The JCR is reserved for use by JCR members of the College during term. Only exceptionally, and with the prior approval of the Master and the President of the JCR, will this room be available for private or restricted use during term. **Please keep all communal areas tidy for the benefit of other members of College.**

Fountains Hall may be booked by College or University organisations for special functions. Holgate House and the Old Library are primarily used as conference venues. Students wanting to book rooms or social events should obtain the appropriate form from the conference secretary. These forms must have the College Officers' signatures if the event is to go ahead.

RESIDENCE

During University term undergraduate members of the College are required to reside within the College unless as a result of a ballot they are selected for living out during their second or third year of study, or are otherwise granted permission by the Master to live out or are excluded from the College. Permission to live out of College must be obtained in advance according to rules laid down by the Master from time to time.

- (a) *Freshers at the beginning of their first term in Grey College should follow the instructions currently issued to them concerning residence.*
- (b) *Otherwise, at the beginning of each term undergraduate members should sign in at Reception before the time laid down by the University Senate for the commencement of residence. At the same time they should collect their room keys.*
- (c) *At the end of term, all undergraduate members should sign out and return their keys, but not before the time laid down by Senate for the end of the term's lecture programme. Each undergraduate member is personally responsible for ensuring the return of their room key. If, for personal reasons, a student wishes to leave before term ends, permission must be obtained from both Department and College Tutor or College Officer. He or she must also inform the College Office and Reception before leaving. (If a key is not returned at the end of term, before leaving Durham or if a key is at any time lost, an appropriate charge will be levied against the person to whom that key has been issued).*

Leaving College

Undergraduate members of the University are required to be in College every night of term unless they have an exeat. It is essential that you let College Office and/or Reception know if you leave College. An exeat for three nights or less may be obtained by completing and signing a form obtainable from, and left at, Reception. An exeat for more than three nights must be obtained from the student's Tutor or from one of the College Officers. Departmental permission must first be obtained if this involves missing any lectures or tutorials. Students unexpectedly or unavoidably absent overnight without an exeat are required to telephone one of the College Officers. Adherence to these rules is important in case of emergency. Postgraduate students should inform Departments and College Reception whenever they propose to leave Durham for one or more nights and to indicate when they intend to resume residence in Durham. Postgraduates who intend to be absent from Durham for a lengthy period should deposit their keys at Reception before leaving and, at the same time, indicate a contact address.

ROOMS

A student's room is his or her private study. Use of rooms will not be interfered with as far as possible. In certain circumstances, College Officers and staff may require access to your room, and this also should be allowed.

For security reasons, members of the College may not change their rooms without permission. Failure to obtain permission may result in a fine. If you are at all unhappy with your room allocation you should see the College Secretary in the first instance. All matters relating to the furnishings or equipment of rooms should be referred to the Bursar. No student has a right to his or her room or to use College facilities out of term. Vacation Residence can sometimes be booked. Further details will be circulated prior to the end of every term by the Bursar.

The financial solvency of the College depends on the conference trade in vacations, and some conferences make it a condition that they have exclusive use of a part of the College and students may have to transfer to other rooms. Availability of particular rooms during vacations cannot therefore be guaranteed unless extended lets have been applied and paid for in advance, but every effort will be made to disturb students as little as possible.

Whenever possible, students may re-arrange the furniture in their room to please themselves. Students provide their own cutlery and crockery for use in their rooms and must not remove crockery or cutlery from the dining hall. Domestic staff are not required to wash dirty crockery. Students are requested to keep their rooms as tidy as possible. **Rooms will be inspected Termly and any damage to College property will be charged for.**

ROOM ALLOCATION AND SHARING

Julie Bushby, the College Secretary, allocates rooms in co-operation with the Bursar and President of the JCR. Returning students are invited to express a preference. When a large number of students choose the same room, the allocation is made by ballot. In expressing a preference, students are encouraged to list alternatives. There are a number of double rooms in College and sharing of rooms is necessary in the first year. This is usually for a maximum period of one term unless you are happy to continue to share for the full academic year. The first year room-sharing ballot is organised by the JCR President in conjunction with the Freshers' Rep.

SAFETY

A College Officer is on duty at all times in term, and additional cover is provided at night and weekends by the Duty Porters. The rota of Responsible Officers is posted on notice-boards throughout College. Students can contact the Porters on Ext. 45900 or the Emergency Helpline 45600 or the mobile number 9 0771 577 1449.

Fire Safety: A copy of the fire regulations is given to every student. Otherwise, use your common sense and report any hazards. Fire doors must not be wedged open.

Health and Safety: All students are required to observe the health and safety legislation in effect any time. Access to the roofs, roof spaces or cellars of the College is forbidden.

Personal Safety: Use common sense for your personal safety when walking around Durham. Particularly at night, if possible walk with someone else, and stick to main roads. Personal alarms are available from DUS. If alone in Durham at night with no money, call Nightline, who may be able to fund a taxi in some circumstances.

SECURITY

Each Residential Building has a security punch lock but it is essential to lock your door when you leave your room and, if you have a ground floor room, to leave the room's main light on. Rooms above ground floor level do not need the light left on. Theft does occur. The College cannot accept responsibility for the safety of personal property. The JCR President or DSU can give you advice about insurance. If anyone calls on you offering insurance or assurance policies turn them away and inform one of the College Officers. This practice is not legal. It is essential to keep all outside doors and ground floor windows locked. The College is patrolled at night.

Window Locks

Replacement locks are available to purchase – see Bursar.

The College does not accept any liability for loss or damage however caused to students' personal belongings anywhere in the College during term or vacation (in the case of extended lets) and students are strongly advised to take out their own insurance. It is in the interest of students not to divulge the door-lock combination to strangers, however plausible, but to direct them to Reception; not to use fire exits for entry or egress, and to report the presence of strangers in the College to Reception or to the Security Office 42222. Visitors to College are required to report to Reception.

SHOP

The shop is in the main Hollingside building and is run by the JCR. It is open during lunch and dinner in the evening. It sells everything from confectionery to toiletries and washing powder at competitive prices.

SOCIETIES

BBABTAS

Brian Blessed and Bristol Templemeads Appreciation Society

Cheese Society

A fairly new society formed to promote the delights of eating cheese.

Choir

We usually have a seasonal choir, which gets together to practice for the annual Carol Service at St. Oswald's Church at Christmas. Warm your singing voice up, and turn up – all abilities welcome.

Christian Union

Based around Grey's own Chapel, Grey College Christian Union is a lively and increasingly active society which holds a variety of events throughout the year as well as weekly prayer groups and Bible study groups.

Dance Society

Fountains Theatre Company

A thriving society in Grey. FTC have put on some excellent productions over the last couple of years and have no shortage of new and challenging ideas for performance.

Music Society

With Arts in Grey on the up, the number of musical groups have increased over the last year. We now have a Big Band, a Jazz Band, an Orchestra, and a String Quartet for members of the JCR to get involved in. So don't forget your instruments.

Photographic Society

The College has its own well-equipped darkroom which can be used by any interested College member.

SPORTS CLUBS

The JCR runs many sports clubs where members can take part at all levels of competence. So continue an old hobby or try something new, you've nothing to lose as most clubs are free to join. Below are the current sports clubs offered.

Badminton
Basketball
Women's Basketball
Chess
Cricket
Darts
Women's Darts
Football
Women's Football
Frisbee
Golf
Hockey

Women's Hockey
Netball
Pool
Women's Pool
Rifle and Pistol Association
Rowing
Rugby
Women's Rugby
Snooker
Swimming
Tennis
Volleyball

STUDENT LOANS

Student Loans are dealt with through your Local Education Authority.

TENNIS/NETBALL COURT

The College tennis/netball court is situated at the bottom of the drive. Its use is free of charge and it is necessary to book the court only during the summer term via Reception.

TELEPHONES

There are some pay phones in the residential buildings (not all) and within the main building (near the SCR and also beside the JCR tuckshop. There are also telephones connected to the University internal system in each of the residential buildings and outside Reception. These permit free communications within the University and may be used to contact some Tutors and also the College Officers outside office hours or in an emergency.

TELEVISION

There are three television sets, one in the JCR, one in the bar and one in Fountains Hall. The JCR also owns a video recorder and DVD player. Students with their own TV in their room will need a licence.

TRAVEL

There is a Student Travel Centre on Elvet Bridge which offers an excellent service. Useful telephone numbers are:

| | |
|---------------------------------|---------------|
| Railway Station | 08457 484950 |
| Coach Station | 0191 384 3323 |
| Taxis: Paddy's (24 hour) | 0191 384 2853 |
| Pratt's | 0191 386 0700 |
| Dunelm | 0191 383 1122 |
| City | 0191 384 0433 |
| Mac's | 0191 384 1329 |
| Chas's | 0191 371 1488 |
| Park | 0191 373 1578 |

TUTORS

Every undergraduate member of the College must call on his or her Tutor when requested to do so. Tutors are available for consultation by members of their tutorial group throughout term at times indicated on notice-boards. In emergencies, Tutors may be contacted at any time.

| | |
|-----------------------------------|--|
| Michael and Emma Alderson | m.p.alderon@durham.ac.uk Home: 373 3648 Or alderon@mpalderon.freeserve.co.uk mru99@yahoo.co.uk Home: (0191) 384 9155 Home: (0191) 386 9374 Flat 468 ext. 45571 |
| Mohammed Amin | john.bolton@durham.ac.uk Maths Dept. ext. 43068 |
| Bill Best | Home: (0191) 386 1380 |
| Sebastian Bisley | jo_carrick@hotmail.com Tel: 0191 4557669 Mobile: 07764749710 |
| John and Cynthia Bolton | |
| Jo Carrick | |
| Sarah Chamberlain | martyn.chamberlain@durham.ac.uk Home: 33 45632 |
| Dave Clark | d.j.clark@durham.ac.uk |
| Tony Cleaver | Tony.cleaver@durham.ac.uk College: ext. 45574 Department: ext. 46345 Home: 33 45632 |
| Iain Devlin | iain.devlin@dur.ac.uk Mobile: 0797 6122 765 |
| Ella Dunn | e.l.dunn@durham.ac.uk Flat43, ext. 45582 |
| Dave Eastwood | d.s.eastwood@durham.ac.uk |
| Mel French | mel@savvo.co.uk Home: 386 1112 |
| Linda Garbutt | l.m.garbutt@durham.ac.uk or lindagarbutt@uko2.co.uk Home: 386 3878 |
| Alex Howard | arhoward@onetel.com |
| Michael and Heather Hughes | Michael.hughes@durham.ac.uk |
| Andrew Hunt | Andrew.hunt@durham.ac.uk |
| Caroline Jones | c.h.d.jones@durham.ac.uk |
| David Jones | David.jones@durham.ac.uk |
| Rhianne Jones | Rhianne.jones@durham.ac.uk |
| Stuart Jones | Stuart.jones@durham.ac.uk Geological Sciences ext. 42319 |
| Stuart G Jones | s.g.jones@durham.ac.uk |
| Doreen Keeton | Tel: (0191) 3869779 |
| Christine Locock | c.m.locock@durham.ac.uk |
| Charles MacDougall | c.a.macdougall@durham.ac.uk |
| Philip May | Home: (0191) 371 1805 |
| Amy Miller | a.i.miller@durham.ac.uk |
| Foster Neville | Foster.neville@durham.ac.uk |
| Alex Nutton | Home: 01207 238 216 Mobile: 07733378879 |
| Sergei and Kaori Petrov | a.r.nutton@durham.ac.uk |
| Robert Potvillage and | Sergei.petrov@durham.ac.uk Flat 476, ext. 45569 |
| Rebecca A. Wright (Tutors for | r.m.potvillage@durham.ac.uk Physics Dept. ext. 43698 |
| Graduate Students) | r.a.wright@durham.ac.uk |
| Alexia Richardson | alexia.richardson@durham.ac.uk Mobile: 07734 082522 |
| Steven Rimmer | steven.rimmer@durham.ac.uk Mobile: 07720 435 846 |
| Joan Roberts | joan.roberts@durham.ac.uk ext. 41477, Mobile 07968 381631 |
| Euan Ross | e.j.f.ross@durham.ac.uk Chemistry Dept. ext. 42126, Home: 386 7449 |
| Christopher and Dorothea Skelton- | Christopher.skelton-foord@durham.ac.uk Ext. 42934 |
| Foord | |
| Peter Swift | g.p.swift@durham.ac.uk |

Andrew and Kirstin Unwin
Helen Vincent
Mary Watts
Derek and Rachel Wilson
Alan Wolf
Sarah Woodroffe
Zeray Yihdego
Naveed and Bushra Zaidi

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Zeray.yihdego@durham.ac.uk
n.a.zaidi@durham.ac.uk Physics Dept. ext. 43558 Home: 383 2770

VACATION RESIDENCE

There is no automatic right to residence in College out of term-time or to a student's term-time room or to the use of College facilities. Students may be required to move rooms immediately at the end of a term so that they can be cleaned and prepared for conference visitors. College will, however, do what it can to accommodate students who have good reason to be resident during vacation periods. They must apply in advance in writing to the Bursar for permission according to the instructions for end of term arrangements announced prior to the end of each term. Students granted permission to reside in College for any out of term period are still bound by University and College Regulations. Certain facilities, including the College Bar, may not be available during vacation periods. Daily charges are as follows:

| | |
|-------------------|---------|
| Bed and Breakfast | £ 10.50 |
|-------------------|---------|

VENDING MACHINES

There are various vending machines throughout the buildings. If there are any problems with any of the machines, then please see the Services Manager.

WELFARE

Grey College welfare system is one of the best in the University. Along with two welfare officers there is a support group all of whom have undertaken a form of formal training. They are there to listen and provide information to any member of the College suffering from harassment or emotional difficulties in complete confidentiality. As well as this form of student support there is the College Tutor system and the Senior Tutor who will be happy to help. The system works in complete confidentiality, and all of us are happy to help in any way we can.

WEIGHTS ROOM

A newly renovated weights room is situated in Oswald. You must complete a University induction course for insurance purposes, in order to use the equipment. These induction courses should be held regularly, so look out for details. There is a £15 fee which covers three year's gym usage.

COLLEGE ADMINISTRATION

| | | | |
|---------------------------------------|--|--|--|
| Master | Office *45630 Home High Close Hollingside Lane Durham DH1 3TN 0191 334 5632 | martyn.chamberlain@durham.ac.uk | |
| Vice-Master & Senior Tutor | Office *45574 Home The Rectory Hollingside Lane Durham DH1 3TN 0191 334 5576 | tony.cleaver@durham.ac.uk | |
| Bursar | Office *45564 Home Garden Cottage Hollingside Lane Durham DH1 3TN 0191 334 5567 | karen.blundell@durham.ac.uk | |
| Chaplain | Office *45593 Home *375 0242 | David.Kennedy@durham.anglican.org | |
| Accounts Office | *45570 Accounts Officer *45566 Accounts Assistant | Miss Jennifer Champley Mrs Lynn Wood | Jennifer.Champley@durham.ac.uk Lynn.Wood@durham.ac.uk |
| Catering | *45568 Operations Manager *45644 Head Chef *45641 Kitchen | Mr David Walker Mr Steve Lower | |
| College Office | *45591 College Secretary & Master's PA *45639 Admissions/Tutorial Secretary *45638 Modern Apprentice | Miss Julie Bushby Miss Kellie Stephenson Vacancy | J.E.Bushby@durham.ac.uk k.i.stephenson@durham.ac.uk |
| Conference Office | *45565 Conference Secretary | Mrs Joyce Dover | Joyce.Dover@durham.ac.uk |
| Housekeeping | *45633 Housekeeper Mobile 0771 577 1448 | Mrs Ann Platts | b.a.platts@durham.ac.uk |
| Librarian | *45577 | Mrs Marie Tyler | Marie.Tyler@durham.ac.uk |
| Maintenance | *45627 Operations Manager *45621 (home)/Mobile: 0771 577 1446 | Mr Peter Dunn | P.C.Dunn@durham.ac.uk |
| Reception | *45900 Receptionists | Mrs Elspeth Frostwick Mrs Susan Lemon | Elspeth.Frostwick@durham.ac.uk s.m.lemon@durham.ac.uk |
| Security Porter | *45609 (home) Mobile 0771 577 1449 | Mr Bill Curry | w.j.curry@durham.ac.uk |

